HRP-062 | 02/01/2024 | Author: T. Bechert | Approver: S. Brooks

**SOP: Periodic Tasks**

1. **PURPOSE**
   1. This procedure establishes the process to complete daily tasks required to monitor the research review process.
   2. The process begins each day.
   3. The process ends when the tasks have been completed.
2. **REVISIONS FROM PREVIOUS VERSION**
   1. Added review of Federal Reporting Tracking Log and review of modifications for Suspension of IRB Approval; revised title from Daily Tasks to Periodic Tasks; 2/1/24.
3. **POLICY**
   1. None
4. **RESPONSIBILITIES**
   1. IRB staff members are responsible for carrying out this procedure.
5. **PROCEDURE**
   1. Check for emergency uses on the Full Board Tracking Log where the IRB has not received a report, within 5 days:
      1. Complete and send HRP-551 - LETTER - Failure to Submit EU Report.
      2. Process the failure to submit as a Finding of Non-Compliance under HRP-024 - SOP - New Information.
   2. Check for reporting actions on the Federal Reporting Tracking Log and complete follow-up as indicated.
   3. Determine whether a modification submission has been received within 90 days for any Suspension of IRB Approval.
      1. If a modification has not been submitted, and the investigator is non-responsive to remediation attempts, refer the study to the convened IRB with recommendation to terminate IRB approval.
6. **MATERIALS**
   1. HRP-024 - SOP - New Information
   2. HRP-551 - LETTER - Failure to Submit EU Report
7. **REFERENCES**
   1. AAHRPP elements I.1.A, I.7.C, II.2.E-II.2.E.2, II.2.F-II.2.F.3